



Boxborough Conservation Commission  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: 978.264.1722  
[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

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**Instructions for Applicants**  
**Filing a Notice of Intent (NOI or ANOI) in Boxborough**

I. Purpose

These forms are used to describe the proposed activity to allow the Conservation Commission and the Massachusetts Department of Environmental Protection (DEP) to evaluate potential impacts to wetlands and adjacent resource areas.

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II. General Information

Wetlands are protected because they provide important public functions including protection of public and private water supplies, protection of groundwater, flood control, erosion and sedimentation control, storm damage prevention, water pollution prevention, protection of fisheries, wildlife and wildlife habitat, aesthetics and recreation. For these reasons, the Massachusetts Wetlands Protection Act and the Boxborough Wetland Bylaw prohibit any filling, excavation or other alteration of the land surface, water levels or vegetation within wetlands, or the land extending 100 feet from wetlands, without a permit from the local Conservation Commission.

Boxborough has a local Wetland Bylaw and Regulations. Copies are available at the Town Hall for \$12.00 each or they may be downloaded for free on the town website. Most applicants will have to file a Notice of Intent under both the Massachusetts Wetlands Protection Act: G.L. ch. 131, sec. 40, and the Boxborough Wetland Bylaw. This can be done in one combined filing. These instructions are designed for such a combined filing.

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III. Instructions

**SUBMIT TO THE STATE DEPARTMENT OF ENVIRONMENTAL PROTECTION:**

- 1) Submit to the DEP Central Regional Office (627 Main St., Worcester, MA 01608) one set of the following information:
  - a) Completed and signed copy of either a Notice of Intent (WPA Form 3) or an Abbreviated Notice of Intent (WPA Form 4) form (current versions);
  - b) A copy of a 8 1/2" by 11" section of the USGS quadrangle, topographic map of the area, marked to identify where the proposed work will be located;
  - c) A copy of the project plan
  - d) A copy of the Fee Transmittal Form;
  - e) A copy of the filing fee check;
  - f) A copy of the Affidavit of Service
- 2) Submit to DEP (P.O. Box 4062, Boston, MA 02211) the following information:
  - a) The complete pages 1 and 2 of NOI Wetland Transmittal Form
  - b) A check made out to the Commonwealth of Massachusetts for the state portion of the filing fee in the amount shown on the Fee Transmittal Form

**SUBMIT TO THE BOXBOROUGH CONSERVATION COMMISSION:**

- 1) Submit either by hand (Mon/Tues/Wed 9 – 4) or certified mail (Conservation Commission, 29 Middle Rd., Boxborough, MA 01719) the following:
  - a) Two completed and signed copies of either a Notice of Intent (WPA Form 3) or an Abbreviated Notice of Intent (WPA Form 4) form (current version); one set MUST include original signatures of owners and applicants.
  - b) A certified list of all abutters within 300 feet of the proposed work. This list may be obtained from the Assessor's Office between 9:00 a.m. and 3:00 p.m. Allow one week to obtain the list.

- c) Two sets of plans and any additional information which describes the nature of the proposed activity and it's effects on the wetlands and buffer zones in accordance with the following:
- I. The plans shall be at a scale of 1" = 40' and clearly indicate all the lot lines;
  - II. The plans must show all wetland resource areas and their 100 ft. buffer zones appropriately labeled (i.e. bordering vegetated wetland, intermittent stream). Delineations must be current, within the past 3 years.
  - III. Plans shall be color coded in the following manner to assist in interpretation of the proposed activity
    1. Bordering vegetated wetlands – Green
    2. 100 foot buffer zone – Yellow
    3. W District boundary – Black
    4. W District 100 foot buffer zone – Orange
    5. Land under waterbodies – Blue
    6. Land under waterways – Blue
    7. Isolated land subject to flooding – Red
    8. Bordering land subject to flooding – Red Dot
    9. Buildings – Brown
    10. Roads, driveways, etc. – Gray
  - IV. Plans shall show all wetlands on adjacent properties that are within 100 ft. the lot lines;
  - V. Plans shall show all erosion/sedimentation control devices
  - VI. Plans shall show all of the following:
    1. The complete lot
    2. All lot lines
    3. Town ways
    4. Proposed roads and driveways
    5. The names of all abutters
    6. Estimated distances
    7. Existing buildings
    8. Distances from wells, buildings and septic systems
    9. Locations of proposed structures
    10. The location of all overlay zones (i.e. W District, aquifer zone)
    11. All proposed changes
  - VII. A copy of a 8 ½" by 11" section of the USGS quadrangle, topographic map of the area, marked to identify where the proposed work will be located;
  - VIII. Data must be included with this Notice of Intent that show the Total Number of Square Feet of Adjacent Land Resource Area (aka Buffer Zone) that will be disturbed by the project and also the Number of Square Feet that will be disturbed in the 25' of the Adjacent Land Resource Area furthest from the Wetland Resource.
  - IX. Copies of all information submitted in connection with other applications for special permits, variances or approvals required for the proposed activity relevant to that portion of the site within the jurisdiction of the Boxborough Wetland Bylaw.
- d) Eight (8) sets of reduced 11" x 17" plans as detailed above
- e) Proof of notification to abutters
- f) A copy of the check sent to DEP for state portion of fee
- g) Boxborough Wetland and Adjacent Land Resource Fee Calculation Worksheet
- h) Two separate checks made out to the Town of Boxborough for
  1. Town's portion of state filing fee
  2. Boxborough Wetland Bylaw filing fee
- i) A hearing date will not be scheduled until the applicant has submitted all the required data and met all the filing requirements.
- i) The newspaper will bill the applicant directly for publishing the legal notice.